moonee ponds west primary
ABN 45 650 832 392
WE THINK, CREATE AND LEARN TOGETHER
150 Athol Street, Moonee Ponds, Vic, 3039
9370 6875 | moonee.ponds.west.ps@education.vic.gov.au
www.mooneewestps.vic.edu.au
MOONEE PONDS WEST PRIMARY SCHOOL

27th October 2026

Dear Parents and Carers,

We would like to provide parents/carers with the opportunity to share **important/essential information** with the school to be **considered** to support successful Class Placement for your child for next year.

When placing students into classes for 2027, we will be guided by the existing Class Placement Policy. The policy guidelines take into consideration the following:

- Where possible keep the class group together and/or with the same teacher for a second year. Where this is not possible, we will endeavour to keep the class group together.
- Using the teacher's collective judgment on the academic, social, and physical development of the student
- The academic and social mix of the class group
- Any important and essential parent/carer that you share about your child's learning for consideration.

Whilst we are encouraging parents/carers to share important information with us to support the class placement process that will assist in your child's learning, **we wish to remind parents/carers that this process is not about requests or an expectation that your child will be placed with a specific teacher or student**.

Class placement is an extensive process undertaken over many weeks, using information provided by students, staff, and parents. Not all requests can be accommodated and are for the school's consideration.

Once the class placement process is finalised, the placement of your child will be provided to you in at the end of term when your child will move to the new class for a block of time on our whole school orientation/transition day on **Tuesday, December 8th**. The purpose of this changeover session is to have the class focus on team building and cooperative activities to get to know each other and to share directions and expectations for the 2027 school year.

Should you have any important and essential information that you wish to share with us, please complete the form attached and return via email sandra.monaghan@education.vic.gov.au or return a hardcopy to the **GENERAL OFFICE by Friday, November 13th, 2026.**

Yours sincerely,

Jarrod Sutton

Principal

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Parent/Carer Class Placement Form 2027

PLEASE RETURN TO THE GENERAL OFFICE BY Friday 13th, NOVEMBER 2026.

Please note it will be difficult to consider late returns.

Student Name: _____

Family Name: _____

Grade Level for 2027: _____

Comments:

Parent/Carer Signature: _____